

## MEETING NOTES

**Date of Meeting:** October 7, 2004  
**Project:** NEEDS ASSESSMENT COMMITTEE  
**Location of Meeting:**

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### **PARTICIPANTS:**

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Mr. Cato Johnson  
Mr. Jay Weatherington  
Mr. Scott Fleming  
Ms. Maura Sullivan  
Mr. Richard Holden  
Dr. Tom Glass  
Mr. Richard Copeland  
Mr. John Fowlkes, CAO

Ms. Patrice J. Robinson  
Mr. Nick Clark  
Dr. Johnson  
Ms. Nisha Powers  
Mr. Tom Marshall

### **ITEMS DISCUSSED:**

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1. The Committee was greeted by the Principal, Ms. Macon, who then escorted the Committee on a tour of the facilities. The School was built to facilitate approximately 800 students, however there are currently 1,200 students enrolled. As a result, the school must use 15 portable buildings in order to facilitate the overflow. There is new home construction currently in progress all around the school, which will eventually result in even more overcrowding. Committee wants to commend Ms. Macon on a job well done and thank her and her staff for their great hospitality.
2. The meeting was called to order by the Chairman of the committee, Mr. Scott Fleming, who distributed the agenda for the meeting.
3. Mr. Fleming called for a nomination to approve the minutes of the September 2004 meeting. A motion was made to approve the minutes, seconded and approved by unanimous vote.
4. Mr. Fleming asked if there was any old business that needed to be addressed. No old business was brought to the table.

5. Mr. Fleming disseminated, to all in attendance, copies of a Capital Expenditure Request Approval Process, Guidelines for the Submittal of the Annual Comprehensive Plan and the Summary of Capital Expenditure Requests, and Guidelines for the Submittal of Capital Expenditure Requests for each member to review and make comments or suggestions. Mr. Fleming requested that all comments and suggestions be submitted within one week making the deadline October 14, 2004.
6. Open discussion was then conducted on whether the Committee should focus on creating a five year plan or an Annual Comprehensive Plan and whether or not the requests should be comprehensive or individual. It was established that the plans should be comprehensive rather than individual and that since there is time restraints this year that the Committee should focus on the Annual Comprehensive Plan for now and then once that is submitted begin working on a Five Year Comprehensive Plan in the early spring.
7. Mr. Fowlkes commented that the Commission needs to be addressed as early as possible. That there were complaints from Commission last year regarding the delay of the School Boards submission on their budget requests. Both the City and County school board representatives spoke up and insisted that they submitted their requests in April but did not get called for their presentations until late June. It was determined that in order to avoid that same problem in the future, it is necessary to submit the County and City School Board requests jointly and no later than the beginning of the year.
8. Mr. Fowlkes is to get information together regarding the scheduling of the presentation to the Commission by the October 21, 2004 meeting so that the Committee can establish a time line for submitting their presentation.
9. Scott Fleming suggested that the Committee meet in two weeks to approve the guidelines as amended according to the comments and suggestions submitted by October 14, 2004. Committee agreed that the next meeting will be held on October 21, 2004 in the Mayor's Office.
10. Meeting was adjourned until October 21, 2004 at 8:30 A.M.

These notes represent my understanding of items discussed and conclusions reached. Participants are requested to review these items and advise of necessary corrections and revisions.

SIGNED: \_\_\_\_\_  
Edna M. Ward.

DATE: October 12, 2004